

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

POSITION ANNOUNCEMENT 07-101

Application Deadline: August 10, 2007

Position Title: Administrative Services Assistant

U.S. Citizenship Required

Starting Salary: \$43,731

Location: United States District Court at Oxford, Mississippi

Type of Appointment: Permanent, Full-time¹

Major Duties: The Administrative Services Assistant provides support and backup duties in the areas of budget, procurement, finance, jury, personnel and other administrative areas as assigned. The Administrative Services Assistant performs all duties as assigned, which may include, but is not limited to . . .

- Monitoring spending plans;
- Procuring supplies, equipment, miscellaneous services and furnishings;
- Processing bills and invoices for payment to vendors and contractors;
- Counting monies received and depositing in appropriate bank accounts;
- Receiving and reviewing payment vouchers received; entering data into automated check writing/accounting systems;
- Determining collection categories for the cashiers;
- Monitoring court calendars to determine the appropriate number of jurors needed for each grand jury term and jury trial day;
- Preparing and mailing summonses to potential jurors;
- Processing qualification materials for potential jurors;
- Preparing vouchers for juror and vendor payments;
- Processing a variety of personnel/payroll actions such as appointments, promotions, separations, and changes to health and life insurance;
- Preparing vacancy and promotion announcements and ensuring positions are advertised according to the needs of the unit;
- Preparing job descriptions for new positions;
- Providing information to employees on appropriate procedures for filling out personnel-related forms or on procedures for leave, workers compensation and other personnel functions;

¹All new-hires are temporary for the first twelve (12) months of service. Appointments will be made permanent conditioned upon the new-hire's work performance.

MANDATORY MINIMUM REQUIREMENTS

Education

High school graduation or equivalent. "Equivalent" includes a GED or other recognized certificate or a like number of year of clerical experience (e.g., one year of significant clerical experience equals one year of high school).

Experience

General. Progressively responsible clerical, office, or other work that exhibits the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of an Administrative Services Assistant.

Specialized. At least two years specialized experience including at least one year equivalent to work at Judicial Classification Level 24. "Specialized experience" must be progressively responsible clerical or administrative work requiring regular and recurring applications of clerical or administrative procedures involving the use of personal computer keyboarding skills; use of specialized, technical and legal terminology; demonstrated ability to comply with and apply rules, regulations, directives, standards, and laws; demonstrated superior organizational skills; and demonstrated superior attentiveness to details.

Substitutions. Substitutions for education and experience requirements are as follows:

Education. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester hours or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience because court support positions require hands-on experience to be credited as specialized experience.

Experience. Excess specialized experience may be substituted for required general experience.

COURT-PREFERRED SKILLS

Demonstrated superior abilities in meeting and dealing positively and patiently with court staff, the public and attorneys and always presenting one's self and the court in the best light. Superior ability to organize files and communicate with managers, other court-support staff members, attorneys, and prospective jurors. Superior ability to cooperate and get along with others and to accept and follow instructions and supervision. Thorough working ability with personal computers, particularly with relational databases, WORDPERFECT software, LOTUS NOTES email and calendaring software, and MICROSOFT EXCEL spreadsheet software. Superior written and oral communications skills. A work-history demonstrating and exhibiting punctuality, dependability, reliability, and trustworthiness.

TO APPLY

1. Go to the court's Internet website homepage:

<http://www.msnd.uscourts.gov>
2. Click on the *General Information* tab, then click on *Employment Information*. In the paragraph labeled *Application Information*, click on the *Download PDF AO 78 Application*.
3. Open the *Form AO 78 - Application for Judicial Branch Employment*. Complete Form AO 78 on-line, then print five copies (six if you want to retain a copy) of the form at the your printer.
4. Sign one of the applications, then mail the signed original and four copies to:

Attn: Personnel Officer, Position 07-101
U.S. District Court
911 Jackson Avenue, Room 369
Oxford, MS 38655-3622

If you elect to submit a résumé in addition to a completed Form AO 78, include five copies. A résumé will be considered as a supplement to a completed and signed Form AO 78, but it will not be considered as a substitute for the official form.

5. Applications received by the Personnel Officer after August 10, 2007, will not be considered.

**THE UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF MISSISSIPPI
IS A SMOKE-FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER**